

APPENDIX A

Convention Unification

Intelesis Engineering, Inc.

2/18/2002

Notes:

- (1) A "_" indicates a space.
 (2) Unless specified in the "Replace with" column, the replacement is a straight swap.

Field	Action
fac_addr	Make case proper if necessary
fac_city	Make case proper if necessary
fac_cnty	Make case proper if necessary
fac_state	Make case upper
fac_phone	Remove trailing spaces
fac_acode	Remove trailing spaces
fac_zip	Remove trailing spaces
fac_name	Remove trailing spaces
fac_addr	Remove trailing spaces
fac_state	Remove trailing spaces
fac_phone	Validity Test: Length(phone) = 0 or 8 (either empty or valid)?
fac_phone	Left(fac_phone),3+"-"+Right(fac_phone),4
fac_name	Substitute double space for single space
fac_name	Substitute triple space for single space
fac_addr	Substitute double space for single space
fac_addr	Substitute triple space for single space

Field	Search Type	Search String	Replace with
fac_name	PatternCount	_Of_	_of_
fac_name	PatternCount	_And_	_and_
fac_name	PatternCount	Bldg	Building
fac_name	PatternCount	Llc	LLC
fac_name	PatternCount	Intl	International
fac_name	PatternCount	TS_	Transfer_Station_
fac_name	PatternCount	LF	Landfill
fac_name	PatternCount	Lndfl	Landfill
fac_name	PatternCount	Hwy	Highway
fac_name	PatternCount	Hlng	Hauling
fac_name	PatternCount	Cncpts	Concepts
fac_name	PatternCount	Dmltn	Demolition
fac_name	RightWords	Div	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Division"
fac_name	PatternCount	Div_	Division_
fac_name	PatternCount	Svc	Service
fac_name	PatternCount	_Inc_	_Inc_
fac_name	RightWords	Inc	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Inc."
fac_name	RightWords	Inc.	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Inc."
fac_name	PatternCount	"_Inc_" and not "_Inc._"	Replace "_Inc_" with "_Inc._"
fac_name	PatternCount	_Co_	_Co._
fac_name	RightWords	Co	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Co."
fac_name	RightWords	Corporation	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Corp "
fac_name	PatternCount	_Sta_	_Station_
fac_name	RightWords	Sta	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Station"
fac_name	RightWords	Sit	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Site"
fac_name	RightWords	Fac	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Facility"
fac_name	RightWords	Corp	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"_Corp."
fac_name	PatternCount	Ctr	Replace "_Ctr" with "_Center"
fac_name	PatternCount	L.L.C.	LLC
fac_name	PatternCount	Mgt	Management
fac_name	PatternCount	Mgmt	Management

Field	Search Type	Search String	Replace with
fac_name	PatternCount	Bfi	BFI
fac_name	PatternCount	Wst	Waste
fac_name	PatternCount	Svcs.	Services
fac_name	PatternCount	Fac.	Facility
fac_name	PatternCount	Dept	Department
fac_name	RightWords	Div	Replace fac_name with LeftWords(fac_name, WordCount(fac_name)-1)+"Division"
fac_name	PatternCount	Div_	Division_
fac_name	PatternCount	Us_	US_
fac_name	RightWords	Incorporated	Replace "_Incorporated" with "_Inc."
fac_addr	PatternCount	P_O_	PO_
fac_addr	PatternCount	P._O._	PO_
fac_addr	PatternCount	P.o._	PO_
fac_addr	PatternCount	Po_	PO_
fac_addr	PatternCount	Rm	Room
fac_addr	PatternCount	(exit_	(Exit_
fac_addr	PatternCount	Sta_	Station_
fac_addr	PatternCount	Mt_	Mount_
fac_addr	PatternCount	Ms_	MS-
fac_addr	PatternCount	Hc_	HC_
fac_addr	PatternCount	Ms-	MS-
fac_addr	PatternCount	MS_	MS-
fac_addr	PatternCount	_On_	_on_
fac_addr	PatternCount	_And_	_and_
fac_addr	PatternCount	_At_	_at_
fac_addr	PatternCount	_Of_	_of_
fac_addr	PatternCount	_Or_	_or_
fac_addr	PatternCount	_#_	_#
fac_addr	PatternCount	,_#	_#
fac_addr	PatternCount	Po Box	PO
fac_addr	LeftWords	Se	Replace fac_addr with "SE"+Right(fac_addr, Length(fac_addr)-2)
fac_addr	LeftWords	Sw	Replace fac_addr with "SW"+Right(fac_addr, Length(fac_addr)-2)
fac_addr	LeftWords	Ne	Replace fac_addr with "NE"+Right(fac_addr, Length(fac_addr)-2)
fac_addr	LeftWords	Nw	Replace fac_addr with "NW"+Right(fac_addr, Length(fac_addr)-2)
fac_addr	RightWords	Se	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"SE"
fac_addr	RightWords	Sw	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"SW"
fac_addr	RightWords	Ne	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"NE"
fac_addr	RightWords	Nw	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"NW"
fac_addr	PatternCount	_Se_	_SE_
fac_addr	PatternCount	_Sw_	_SW_
fac_addr	PatternCount	_Ne_	_NE_
fac_addr	PatternCount	_Nw_	_NW_
fac_addr	PatternCount	_North_	_N_
fac_addr	PatternCount	_East_	_E_
fac_addr	PatternCount	_South_	_S_
fac_addr	PatternCount	_West_	_W_
fac_addr	RightWords	North	Replace fac_addr with Left(fac_addr, Length(fac_addr)-5)+"N"
fac_addr	RightWords	East	Replace fac_addr with Left(fac_addr, Length(fac_addr)-4)+"E"
fac_addr	RightWords	West	Replace fac_addr with Left(fac_addr, Length(fac_addr)-4)+"W"
fac_addr	RightWords	South	Replace fac_addr with Left(fac_addr, Length(fac_addr)-5)+"S"
fac_addr	RightWords	So	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"S"
fac_addr	PatternCount	Rd.	Road
fac_addr	RightWords	Rd	Replace "_Rd" with "_Road"
fac_addr	PatternCount	_Rd_	Replace "_Rd" with "_Road"
fac_addr	PatternCount	St.	Street
fac_addr	RightWords	St	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"Street"
fac_addr	PatternCount	_St_	_Street_
fac_addr	PatternCount	Dr.	Drive
fac_addr	RightWords	Dr	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"Drive"

Field	Search Type	Search String	Replace with
fac_addr	PatternCount	_Dr_	_Drive_
fac_addr	PatternCount	_Wy	_Way
fac_addr	PatternCount	Apt	Apartment
fac_addr	PatternCount	Frwy	Freeway
fac_addr	PatternCount	Pl.	Place
fac_addr	RightWords	Pl	Replace fac_addr with Left(fac_addr, Length(fac_addr)-2)+"Place"
fac_addr	PatternCount	_Pl_	_Place_
fac_addr	PatternCount	S.	S
fac_addr	PatternCount	E.	E
fac_addr	PatternCount	W.	W
fac_addr	PatternCount	N.	N
fac_addr	PatternCount	N.e.	NE
fac_addr	PatternCount	Ne.	NE
fac_addr	PatternCount	S.e.	Se
fac_addr	PatternCount	Se.	SE
fac_addr	PatternCount	N.w.	NW
fac_addr	PatternCount	Nw.	NW
fac_addr	PatternCount	S.w.	SW
fac_addr	PatternCount	Sw.	SW
fac_addr	PatternCount	_Northeast_	_NE_
fac_addr	PatternCount	_Northwest_	_NW_
fac_addr	PatternCount	_Southeast_	_SE_
fac_addr	PatternCount	_Southwest_	_SW_
fac_addr	RightWords	Northeast	Replace fac_addr with Left(fac_addr, Length(fac_addr)-9)+"NE"
fac_addr	RightWords	Northwest	Replace fac_addr with Left(fac_addr, Length(fac_addr)-9)+"NW"
fac_addr	RightWords	Southeast	Replace fac_addr with Left(fac_addr, Length(fac_addr)-9)+"SE"
fac_addr	RightWords	Southwest	Replace fac_addr with Left(fac_addr, Length(fac_addr)-9)+"SW"
fac_addr	PatternCount	Ct.	Court
fac_addr	RightWords	Ct	Replace "_Ct" with "_Court"
fac_addr	PatternCount	_Ct_	Replace "_Ct" with "_Court"
fac_addr	PatternCount	Blvd.	Boulevard
fac_addr	RightWords	Blvd	Replace "_Blvd" with "_Boulevard"
fac_addr	PatternCount	_Blvd_	Replace "_Blvd" with "_Boulevard"
fac_addr	PatternCount	Fwy	Freeway
fac_addr	PatternCount	Expy	Expressway
fac_addr	PatternCount	_IH_	_Interstate_Highway_
fac_addr	PatternCount	Hwy.	Highway
fac_addr	LeftWords	Hwy	Highway
fac_addr	RightWords	Hwy	Highway
fac_addr	PatternCount	_Hwy_	Replace "Hwy" with "Highway"
fac_addr	PatternCount	Ste.	Suite
fac_addr	PatternCount	_Ste_	_Suite_
fac_addr	PatternCount	Bldg	Building
fac_addr	PatternCount	Bldg.	Building
fac_addr	RightWords	Ln	Replace "_Ln" with "_Lane"
fac_addr	PatternCount	_Ln_	Replace "_Ln" with "_Lane"
fac_addr	PatternCount	Ave.	Avenue
fac_addr	RightWords	Ave	Replace fac_addr with Left(fac_addr, Length(fac_addr)-3)+"Avenue"
fac_addr	PatternCount	_Ave_	_Avenue_
fac_addr	RightWords	Sr	Replace "_Sr" with "_State_Route"
fac_addr	RightWords	SR	Replace "_SR" with "_State_Route"
fac_addr	PatternCount	Sr_	State_Route_
fac_addr	PatternCount	SR_	State_Route_
fac_addr	PatternCount	Cir.	Circle
fac_addr	PatternCount	Pkwy	Parkway
fac_addr	RightWords	Cir	Replace fac_addr with Left(fac_addr, Length(fac_addr)-3)+"Circle"
fac_addr	PatternCount	_Cir_	_Circle_
fac_addr	LeftWords	Rt	Route

Field	Search Type	Search String	Replace with
fac_addr	RightWords	Rt	Route
fac_addr	PatternCount	_Rt_	Replace "Rt" with "Route"
fac_addr	LeftWords	Pky	Parkway
fac_addr	RightWords	Pky	Parkway
fac_addr	PatternCount	_Pky_	Replace "Pky" with "Parkway"

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CASE EXAMPLES - OVERVIEW

Intelesis Engineering, Inc.

Last Updated: 2/26/2002

*Example: Case 1.3.1 = Same Name, Same Address, Same Phone, Same City, Same State, Null Contact**Total Number of Cases: 96*

CASE	Name (core)	Address (cleaned)	Phone(s)	Level 2	City	State	Level 3	Contact (core)
1	Same	Same	Same	1	Same	Same	1	Null
2	Different	Same	Same	2	Same	Different	2	Same
3	Same	Different	Same	3	Different	Same	3	Different
4	Same	Same	Different	4	Different	Different		
5	Same	Different	Different					
6	Different	Same	Different					
7	Different	Different	Same					
8	Different	Different	Different					

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CASE EXAMPLES

Intelesis Engineering, Inc.

Last Updated: 2/25/2002

CASE 1.1

Case 1.1.1

Same Name, Same Address, Same Phone, Same City, Same State, Null Contact

Result: Duplicate Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>No</i>
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	--	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	--	--

Actions:

1. Auto-Delete newer record.
2. Auto-Copy Contact (if it exists) from newer record to Secondary Contact field in older record.

Case 1.1.2

Same Name, Same Address, Same Phone, Same City, Same State, Same Contact

Result: Duplicate Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>No</i>
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--

Actions:

See Case 1.1.1

Case 1.1.3

Same Name, Same Address, Same Phone, Same City, Same State, Different Contact

Result: Duplicate Records; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>No</i>
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	Sandy Taylor	--

Actions:

See Case 1.1.1

CASE 1.2

Case 1.2.1

Same Name, Same Address, Same Phone, Same City, Different State, Null Contact

Result: Duplicate Records; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Same	Same	Different	Null	No
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	--	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	OR	--	--

Actions:

1. Auto-Correct State (Optional: This step is eliminated with a "Verify State is Valid" script step upon import.)
2. Auto-Copy Contact (if it exists) from newer record to Secondary Contact field in older record.
3. Auto-Delete newer record.

Notes:

- A. In the Auto-Correct State script, a match is keyed off of valid State and Area Code or State and Zip Code combinations.

Case 1.2.2

Same Name, Same Address, Same Phone, Same City, Different State, Same Contact

Result: Duplicate Records; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Same	Same	Different	Same	No
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	OR	John Smith	--

Actions:

See Case 1.2.1

Notes:

See Case 1.2.1

Case 1.2.3

Same Name, Same Address, Same Phone, Same City, Different State, Different Contact

Result: Duplicate Records; Error in State; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Same	Same	Different	Different	No
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	--	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	OR	Sandy Taylor	--

Actions:

See Case 1.2.1

Notes:

See Case 1.2.1

CASE 1.3

Case 1.3.1

Same Name, Same Address, Same Phone, Different City, Same State, Null Contact

Result: Duplicate Record

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Same	Different	Same	Null	No
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	--	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Seattle	WA	--	--

Actions:

1. Auto-Correct City.
2. Auto-Copy Contact (if it exists) from newer record to Contact field in older record.
3. Auto-Delete newer record.

Notes:

A. This case most likely represents the naming of a suburb as the City. (For example, people who live in Rockville, MD will often say they are from Washington D.C., a larger and more globally recognized location.) As a result, both addresses may be valid, although only one is likely to be technically correct.

B. In some instances, this case also represents branch offices with a common point of contact. This situation, however, is avoided by maintaining both physical and mailing addresses for each record, and assigning a Family ID. Only one complete address is correct.

C. The Auto-Correct City script keys off of a match on the Zip Code to the City/State/County. If an exact match is not made in either record or an exact match is made in both records, make no changes to the City. If an exact match is made off of 1 record, overwrite the City in the older record if it is the invalid one. Auto Delete the newer record and Auto-Flag the older record for a later Follow-up Confirmation.

Case 1.3.2

Same Name, Same Address, Same Phone, Different City, Same State, Same Contact

Result: Duplicate Record

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Same	Different	Same	Same	No
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Seattle	WA	John Smith	--

Actions:

See Case 1.3.1

Notes:

See Case 1.3.1

Case 1.3.3

Same Name, Same Address, Same Phone, Different City, Same State, Different Contact

Result: Duplicate Record; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Same	Different	Same	Different	No
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Seattle	WA	Sandy Taylor	--

Actions:

See Case 1.3.1

Notes:

See Case 1.3.1

CASE 1.4

Case 1.4.1

Same Company, Same Address, Same Phone, Different City, Different State, Null Contact

Result: Duplicate Record

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>No</i>
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	--	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Portland	OR	--	--

Actions:

1. Auto-Correct City.
2. Auto-Copy Contact (if it exists) from newer record to Contact field in older record.
3. Auto-Delete newer record.

Notes:

A. This case likely represents branch offices with a common mailing address. As entered, only one address is valid and should be retained.

B. The Auto-Correct City script keys off of a match on the Zip Code to the City/State/County. If an exact match is not made in either record or an exact match is made in both records, make no changes to the City or State. If an exact match is made off of only 1 record, overwrite the City and State in the older record if it is the invalid one. Auto Delete the newer record and Auto-Flag the older record for a later Follow-up Confirmation.

Case 1.4.2

Same Company, Same Address, Same Phone, Different City, Different State, Same Contact

Result: Duplicate Record or Branch Office w/Central Mailing Address and Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>No</i>
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Portland	OR	John Smith	--

Action:

See Case 1.4.1

Notes:

See Case 1.4.1

Case 1.4.3

Same Company, Same Address, Same Phone, Different City, Different State, Different Contact

Result: Duplicate Record or Branch Office w/Central Mailing Address and Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>No</i>
Older Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Spokane	WA	John Smith	--
Newer Record	Oil Re-Refining	701 Bozarth Street	(509) 533-6803	Portland	OR	Sandy Taylor	--

Actions:

See Case 1.4.1

Notes:

See Case 1.4.1

CASE 2.1

Case 2.1.1

Different Name, Same Address, Same Phone, Same City, Same State, Null Contact

Result: DBA/Duplicate or Co-Located and Affiliated Companies

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	--	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Seattle	WA	--	24

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.
3. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (i.e. Auto-Copy Name and Contact (if it exists) in newer record to DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family.)

Notes:

- A. The Family ID can be used in turn to allow the user to better control direct mailings (i.e. by choosing to send one piece of direct mail to each unique Contact (including Null Contact) in a Family, one piece of direct mail to each location, or one piece of direct mail to each family, etc.)

Case 2.1.2

Different Name, Same Address, Same Phone, Same City, Same State, Same Contact

Result: DBA/Duplicate or Co-Located and Affiliated Companies with Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24

Actions:

See Case 2.1.1

Notes:

See Case 2.1.1

Case 2.1.3

Different Name, Same Address, Same Phone, Same City, Same State, Different Contact

Result: DBA/Duplicate with Multiple Contacts or Co-Located and Affiliated Companies

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Seattle	WA	Sandy Taylor	24

Actions:

See Case 2.1.1

Notes:

See Case 2.1.1

CASE 2.2

Case 2.2.1

Different Name, Same Address, Same Phone, Same City, Different State, Null Contact

Result: DBA/Duplicate or Co-Located and Affiliated Companies; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	--	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Seattle	OR	--	24

Actions:

1. Retain all records.
2. Auto-Correct State (Optional: This step is eliminated with a "Verify State is Valid" script step upon import.)
3. Auto-Assign a Family ID.
4. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (i.e. Auto-Copy Name and Contact (if it exists) in newer record to DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family.)

Notes:

- A. In the Auto-Correct State script, a match is keyed off of State and Area Code or State and Zip Code combinations.
- B. In this case, the Area Code needs to be considered. In the newer record, for example, the State is in error. (The 206 Area Code resides in WA.)

Case 2.2.2

Different Name, Same Address, Same Phone, Same City, Different State, Same Contact

Result: DBA/Duplicate or Co-Located and Affiliated Companies with Central Contact; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Seattle	OR	John Smith	24

Actions:

See Case 2.2.1

Notes:

See Case 2.2.1

Case 2.2.3

Different Name, Same Address, Same Phone, Same City, Different State, Different Contact

Result: DBA/Duplicate with Multiple Contacts or Co-Located and Affiliated Companies; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Seattle	OR	Sandy Taylor	24

Actions:

See Case 2.2.1

Notes:

See Case 2.2.1

CASE 2.3

Case 2.3.1

Different Name, Same Address, Same Phone, Different City, Same State, Null Contact

Result: DBA/Duplicate or Co-Located and Affiliated Companies

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	--	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Yakima	WA	--	24

Actions:

1. Retain all records.
2. Auto-Correct City.
3. Auto-Assign a Family ID.
4. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (i.e. Auto-Copy Name and Contact (if it exists) in newer record to DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family.)

Notes:

- A. This case most likely represents affiliated companies with a central contact point. Because a suburb may be shown on one address (as in Case 1.3.1), both addresses may be valid, although only one is likely to be technically correct.
- B. The Auto-Correct city script keys off of a match on the Zip code to the City/State/County. If an exact match is not made in either record or an exact match is made in both records, make no changes to the City. If an exact match is made off of only 1 record, overwrite the City in the older record if it is the invalid one and Auto-Flag records for a later Follow-up Confirmation.

Case 2.3.2

Different Name, Same Address, Same Phone, Different City, Same State, Same Contact

Result: DBA/Duplicate or Co-Located and Affiliated Companies with Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Yakima	WA	John Smith	24

Actions:

See Case 2.3.1

Notes:

See Case 2.3.1

Case 2.3.3

Different Name, Same Address, Same Phone, Different City, Same State, Different Contact

Result: DBA/Duplicate or Co-Located and Affiliated Companies with Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Yakima	WA	Sandy Taylor	24

Actions:

See Case 2.3.1

Notes:

See Case 2.3.1

CASE 2.4

Case 2.4.1

Different Name, Same Address, Same Phone, Different City, Different State, Null Contact

Result: DBA/Duplicate or Co-Located or Affiliated Companies; Error in City/State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	--	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Portland	OR	--	24

Actions:

1. Retain all records.
2. Auto-Correct City.
3. Auto-Assign a Family ID.
4. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (i.e. Auto-Copy Name and Contact (if it exists) in newer record to DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family.)

Notes:

- A. This case likely represents affiliated companies with a common mailing address. As entered, only one address is valid and should be retained.
- B. The Auto-Correct city script keys off of a match on the Zip code to the City/State/County. If an exact match is not made in either record or an exact match is made in both records, make no changes to the City and State. If an exact match is made off of only 1 record, overwrite the City and State in the older record if it is the invalid one and Auto-Flag records for a later Follow-up Confirmation.

Case 2.4.2

Different Name, Same Address, Same Phone, Different City, Different State, Same Contact

Result: DBA/Duplicate or Co-Located or Affiliated Companies with Central Contact; Error in City/State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Portland	OR	John Smith	24

Actions:

See Case 2.4.1

Notes:

See Case 2.4.1

Case 2.4.3

Different Name, Same Address, Same Phone, Different City, Different State, Different Contact

Result: DBA/Duplicate or Co-Located or Affiliated Companies with Multiple Contacts; Error in City/State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Westpark Landfill	2930 Westin Avenue	(206) 367-2342	Seattle	WA	John Smith	24
Newer Record	Sultan Drop Box	2930 Westin Avenue	(206) 367-2342	Portland	OR	Sandy Taylor	24

Actions:

See Case 2.4.1

Notes:

See Case 2.4.1

CASE 3.1

Case 3.1.1

Same Name, Different Address, Same Phone, Same City, Same State, Null Contact

Result: Branch Offices; Central Reception

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	--	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	WA	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.

Case 3.1.2

Same Name, Different Address, Same Phone, Same City, Same State, Same Contact

Result: Branch Offices; Central Reception

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	WA	John Smith	51

Actions:

See Case 3.1.1

Case 3.1.3

Same Name, Different Address, Same Phone, Same City, Same State, Different Contact

Result: Branch Offices; Central Reception; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	WA	Sandy Taylor	51

Actions:

See Case 3.1.1

CASE 3.2

Case 3.2.1

Same Name, Different Address, Same Phone, Same City, Different State, Null Contact

Result: Branch Offices; Central Reception; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	--	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	OR	--	51

Actions:

1. Retain all records.
2. Auto-Correct State (Optional: This step is eliminated with a "Verify State is Valid" script step upon import.)
3. Auto-Assign a Family ID.

Notes:

A. In the Auto-Correct State script, a match is keyed off of valid State and Area Code or State and Zip Code combinations.

Case 3.2.2

Same Name, Different Address, Same Phone, Same City, Different State, Same Contact

Result: Branch Offices; Central Reception; Error in State; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	OR	John Smith	51

Actions:

See Case 3.2.1

Notes:

See Case 3.2.1

Case 3.2.3

Same Name, Different Address, Same Phone, Same City, Different State, Different Contact

Result: Branch Offices; Central Reception; Error in State; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	OR	Sandy Taylor	51

Actions:

See Case 3.2.1

Notes:

See Case 3.2.1

CASE 3.3

Case 3.3.1

Same Name, Different Address, Same Phone, Different City, Same State, Null Contact

Result: Branch Offices; Central Reception

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	--	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Renton	WA	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.

Case 3.3.2

Same Name, Different Address, Same Phone, Different City, Same State, Same Contact

Result: Branch Offices; Central Reception; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Renton	WA	John Smith	51

Actions:

See Case 3.3.1

Case 3.3.3

Same Name, Different Address, Same Phone, Different City, Same State, Different Contact

Result: Branch Offices; Central Reception; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Renton	WA	Sandy Taylor	51

Actions:

See Case 3.3.1

CASE 3.4

Case 3.4.1

Same Name, Different Address, Same Phone, Different City, Different State, Null Contact

Result: Branch Offices; Central Reception

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	--	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Portland	OR	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.

Notes:

A. This family is identified based upon the common phone number between the two locations. If it were different, a Family would not exist here because the companies would, for all intents and purposes, operate independently for mailing and contact purposes. (Note: "Extended Families" can be defined that cross state borders if desired.)

Case 3.4.2

Same Name, Different Address, Same Phone, Different City, Different State, Same Contact

Result: Branch Offices; Central Reception; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Portland	OR	John Smith	51

Actions:

See Case 3.4.1

Notes:

See Case 3.4.1

Case 3.4.3

Same Name, Different Address, Same Phone, Different City, Different State, Different Contact

Result: Branch Offices; Central Reception; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Portland	OR	Sandy Taylor	51

Actions:

See Case 3.4.1

Notes:

See Case 3.4.1

CASE 4.1

Case 4.1.1

Same Name, Same Address, Different Phone, Same City, Same State, Null Contact

Result: Duplicate Record; Alternative Phone

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	--
Newer Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	--	--

Actions:

- 1 Auto-Copy Phone from newer record into Alternative Phone field in older record.
2. Auto-Copy Contact (if it exists) from newer record to Secondary Contact field in older record. Maintain relationship between Contacts and Phones.
3. Auto-Delete newer record.

Case 4.1.2

Same Name, Same Address, Different Phone, Same City, Same State, Same Contact

Result: Duplicate Record; Alternative Phone

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	--
Newer Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	--

Actions:

See Case 4.1.1

Case 4.1.3

Same Name, Same Address, Different Phone, Same City, Same State, Different Contact

Result: Duplicate Record; Alternative Phone; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	--
Newer Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	Sandy Taylor	--

Actions:

See Case 4.1.1

CASE 4.2

Case 4.2.1

Same Name, Same Address, Different Phone, Same City, Different State, Null Contact

Result: Duplicate; Alternative Phone; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Null</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	--
Newer Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	OR	--	--

Actions:

1. Auto-Correct State (Optional: This step is eliminated with a "Verify State is Valid" script step upon import.)
2. Auto-Copy Phone from newer record into Alternative Phone field in older record.
3. Auto-Copy Contact (if it exists) from newer record to Contact field in older record. Maintain relationship between Contacts and Phones.
4. Auto-Delete newer record.

Notes:

- A. In the Auto-Correct State script, a match is keyed off of valid State and Area Code or State and Zip Code combinations.
- B. In this case, the Area Code needs to be considered. In the newer record, for example, the State is in error.
(The 206 Area Code resides in WA.)

Case 4.2.2

Same Name, Same Address, Different Phone, Same City, Different State, Same Contact

Result: Duplicate; Alternative Phone; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	--
Newer Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	OR	John Smith	--

Actions:

See Case 4.2.1

Case 4.2.3

Same Name, Same Address, Different Phone, Same City, Different State, Different Contact

Result: Duplicate; Alternative Phone; Error in State; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	--
Newer Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	OR	Sandy Taylor	--

Actions:

See Case 4.2.1

CASE 4.3

Case 4.3.1

Same Name, Same Address, Different Phone, Different City, Same State, Null Contact

Result: Branch Offices with Common Mailing Address or Duplicate Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Different	Different	Same	Null	Yes
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	51
Newer Record	Clean Care	7000 NE 40th Avenue	(509) 907-3456	Spokane	WA	--	51

Action:

1. Retain all records
2. Auto-Assign a Family ID.
3. Auto-Flag both records for a Follow-up Confirmation.
4. If Follow-up confirms a Duplicate, Auto-Consolidate. (i.e. Auto-Copy Phone and Contact (if it exists) in newer record to Alternative Phone and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family. If Auto-Copying a Contact and Phone from the newer record, maintain the relationship between the Contacts and Phones.)

Notes:

A. This case either reflects either branch offices with a common mailing location or duplicate records with a suburb listed and an alternative phone number. The former instance is more likely; assigning a Family ID is recommended.

Case 4.3.2

Same Name, Same Address, Different Phone, Different City, Same State, Same Contact

Result: Branch Offices with Common Mailing Address

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Different	Different	Same	Same	Yes
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	7000 NE 40th Avenue	(509) 907-3456	Spokane	WA	John Smith	51

Action:

See Case 4.3.1

Notes:

A. This case either reflects either branch offices with a common mailing location and common contact or duplicate records with a suburb listed and an alternative phone number. The later instance is more likely; however, assigning a Family ID is recommended.

Case 4.3.3

Same Name, Same Address, Different Phone, Different City, Same State, Different Contact

Result: Branch Offices with Common Mailing Address; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	Same	Same	Different	Different	Same	Different	Yes
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	7000 NE 40th Avenue	(509) 907-3456	Spokane	WA	Sandy Taylor	51

Action:

See Case 4.3.1

Notes:

See Case 4.3.1

CASE 4.4

Case 4.4.1

Same Name, Same Address, Different Phone, Different City, Different State, Null Contact

Result: Branch Offices; Central Mailing Address

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	51
Newer Record	Clean Care	7000 NE 40th Avenue	(503) 271-5824	Portland	OR	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.
3. Auto-Flag both records for a Follow-up Confirmation.
4. If Follow-up confirms a Duplicate, Auto-Consolidate. (i.e. Auto-Copy Phone and Contact (if it exists) in newer record to Alternative Phone and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family. If Auto-Copying a Contact and Phone from the newer record, maintain the relationship between the Contacts and Phones.)

Notes:

A. This case either reflects either branch offices with a common mailing location or duplicate records with a suburb listed and an alternative phone number. Since the states are different, the former instance is more likely and assigning a Family ID is recommended.

Case 4.4.2

Same Name, Same Address, Different Phone, Different City, Different State, Same Contact

Result: Branch Offices; Central Mailing Address; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	7000 NE 40th Avenue	(503) 271-5824	Portland	OR	John Smith	51

Actions:

See Case 4.4.1

Notes:

See Case 4.4.1

Case 4.4.3

Same Name, Same Address, Different Phone, Different City, Different State, Different Contact

Result: Branch Offices; Central Mailing Address; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	7000 NE 40th Avenue	(503) 271-5824	Portland	OR	Sandy Taylor	51

Actions:

See Case 4.4.1

Notes:

See Case 4.4.1

CASE 5.1

Case 5.1.1

Same Name, Different Address, Different Phone, Same City, Same State, Null Contact

Result: Branch Offices

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	WA	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.

Case 5.1.2

Same Name, Different Address, Different Phone, Same City, Same State, Same Contact

Result: Branch Offices, Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	WA	John Smith	51

Actions:

See Case 5.1.1

Case 5.1.3

Same Name, Different Address, Different Phone, Same City, Same State, Different Contact

Result: Branch Offices; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	WA	Sandy Taylor	51

Actions:

See Case 5.1.1

CASE 5.2

Case 5.2.1

Same Name, Different Address, Different Phone, Same City, Different State, Null Contact

Result: Branch Offices; Error in City or State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	OR	--	51
Newer Record	Clean Care	814 Main Street	(503) 371-4000	Seattle	OR	--	51

Actions:

1. Retain all records.
2. Auto-Correct State (Optional: This step is eliminated with a "Verify State is Valid" script step upon import.)
If exact match exists, take no action. Otherwise, correct State.
3. Auto-Assign a Family ID only if States are the same following the Auto-Correct State.

Notes:

- A. In the Auto-Correct State script, a match is keyed off of valid State and Area Code or State and Zip Code combinations.
- B. In this case, the Area Code needs to be considered. In the last record, for example, the City is in error.
(A 503 Area Code resides in OR.) In the second record, the State is in error.

Case 5.2.2

Same Name, Different Address, Different Phone, Same City, Different State, Same Contact

Result: Branch Offices; Error in City or State; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	OR	John Smith	51

Actions:

See Case 5.2.1

Notes:

See Case 5.2.1

Case 5.2.3

Same Name, Different Address, Different Phone, Same City, Different State, Different Contact

Result: Branch Offices; Error in City or State; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(206) 282-1122	Seattle	OR	Sandy Taylor	51

Actions:

See Case 5.2.1

Notes:

See Case 5.2.1

CASE 5.3

Case 5.3.1

Same Name, Different Address, Different Phone, Different City, Same State, Null Contact

Result: Branch Offices

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	51
Newer Record	Clean Care	11620 Capps Road	(253) 525-1122	Renton	WA	--	51

Actions:

1. Retain All Records
2. Auto-Assign a Family ID.

Case 5.3.2

Same Name, Different Address, Different Phone, Different City, Same State, Same Contact

Result: Branch Offices; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(253) 525-1122	Renton	WA	John Smith	51

Actions:

See Case 5.3.1

Case 5.3.3

Same Name, Different Address, Different Phone, Different City, Same State, Different Contact

Result: Branch Offices; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(253) 525-1122	Renton	WA	Sandy Taylor	51

Actions:

See Case 5.3.1

CASE 5.4

Case 5.4.1

Same Name, Different Address, Different Phone, Different City, Different State, Null Contact

Result: Branch Offices

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	--	--
Newer Record	Clean Care	11620 Capps Road	(503) 525-1122	Portland	OR	--	--

Actions:

1. Retain All Records

Notes:

A. An "Extended Family" can be assigned if desired.

Case 5.4.2

Same Name, Different Address, Different Phone, Different City, Different State, Same Contact

Result: Branch Offices

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	--
Newer Record	Clean Care	11620 Capps Road	(503) 525-1122	Portland	OR	John Smith	--

Actions:

See Case 5.4.1

Notes:

See Case 5.4.1

Case 5.4.3

Same Name, Different Address, Different Phone, Different City, Different State, Different Contact

Result: Branch Offices; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>No</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 677-9999	Seattle	WA	John Smith	--
Newer Record	Clean Care	11620 Capps Road	(503) 525-1122	Portland	OR	Sandy Taylor	--

Actions:

See Case 5.4.1

Notes:

See Case 5.4.1

CASE 6.1

Case 6.1.1

Different Name, Same Address, Different Phone, Same City, Same State, Null Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	--	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Seattle	WA	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.
3. Auto-Flag both records for a Follow-up Confirmation.
4. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (i.e. Auto-Copy Phone, Name and Contact (if it exists) in newer record to Alternative Phone, DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family. If Auto-Copying a Contact and Phone from the newer record, maintain the relationship between the Contacts and Phones.)

Notes:

A. An example of Affiliated, Co-Located Companies would be a bank operating inside of a grocery store. Without further research, it is impossible to know whether or not these two records are DBAs and should be combined. As a result, a Family should be assigned.

Case 6.1.2

Different Name, Same Address, Different Phone, Same City, Same State, Same Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Seattle	WA	John Smith	51

Actions:

See Case 6.1.1

Notes:

See Case 6.1.1

Case 6.1.3

Different Name, Same Address, Different Phone, Same City, Same State, Different Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Seattle	WA	Sandy Taylor	51

Actions:

See Case 6.1.1

Notes:

See Case 6.1.1

CASE 6.2

Case 6.2.1

Different Name, Same Address, Different Phone, Same City, Different State, Null Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	--	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Seattle	OR	--	51

Actions:

1. Retain all records.
2. Auto-Correct State (Optional: This step is eliminated with a "Verify State is Valid" script step upon import.)
If exact match exists, take no action. Otherwise, correct State.
3. Auto-Assign a Family ID only if States are the same following the Auto-Correct State.
4. Auto-Flag both records for a Follow-up Confirmation.
5. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (i.e. Auto-Copy Phone, Name and Contact (if it exists) in newer record to Alternative Phone, DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family. If Auto-Copying a Contact and Phone from the newer record, maintain the relationship between the Contacts and Phones.)

Notes:

- A. An example of the later situation would be a bank operating inside of a grocery store. Without further research, it is unknown whether or not these two records are DBAs and should be combined. As a result, a Family should be assigned.
- B. In the Auto-Correct State script, a match is keyed off of valid State and Area Code or State and Zip Code combinations.
- C. In this case, the Area Code needs to be considered. In the newer record, for example, the State is in error.
(The 206 Area Code resides in WA.)

Case 6.2.2

Different Name, Same Address, Different Phone, Same City, Different State, Same Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Error in State; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Seattle	OR	John Smith	51

Actions:

See Case 6.2.1

Notes:

See Case 6.2.1

Case 6.2.3

Different Name, Same Address, Different Phone, Same City, Different State, Different Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Error in State; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Seattle	OR	Sandy Taylor	51

Actions:

See Case 6.2.1

Notes:

See Case 6.2.1

CASE 6.3

Case 6.3.1

Different Name, Same Address, Different Phone, Different City, Same State, Null Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Error in City

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	--	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Renton	WA	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.
3. Auto-Flag both records for a Follow-up Confirmation.
4. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (I.e. Auto-Copy Phone, Name and Contact (if it exists) in newer record to Alternative Phone, DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family. If Auto-Copying a Contact and Phone from the newer record, maintain the relationship between the Contacts and Phones.)

Notes:

A. It is unlikely that a physical address for two companies would be the same but be in different cities. Because a suburb may be shown on one address, both addresses may be valid, although only one is likely to be technically correct. Since it is unknown whether these companies are DBA/Duplicates or affiliated, co-located companies, a Family should be assigned.

Case 6.3.2

Different Name, Same Address, Different Phone, Different City, Same State, Same Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Error in City; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Renton	WA	John Smith	51

Actions:

See Case 6.3.1

Notes:

See Case 6.3.1

Case 6.3.3

Different Name, Same Address, Different Phone, Different City, Same State, Different Contact

Result: DBA/Duplicates with an Alternative Phone or Affiliated, Co-Located Companies; Error in City; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	11620 Capps Road	(206) 525-6700	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 881-9000	Renton	WA	Sandy Taylor	51

Actions:

See Case 6.3.1

Notes:

See Case 6.3.1

CASE 6.4

Case 6.4.1

Different Name, Same Address, Different Phone, Different City, Different State, Null Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>No</i>
Older Record	Clean Care	1200 First Avenue	(206) 525-6700	Seattle	WA	--	--
Newer Record	Harbor Oil	1200 First Avenue	(503) 682-1111	Portland	OR	--	--

Actions:

1. Retain all records.

Notes:

A. This scenario is likely a fluke match. Aside from the common address, there is no clear indication that the records are related - some generic addresses are common in cities, e.g. 1200 First Avenue. As a result, maintain the records independently from one another until a conclusive Family match is identified.

Case 6.4.2

Different Name, Same Address, Different Phone, Different City, Different State, Same Contact

Result: Affiliated Companies with Common Address

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	1200 First Avenue	(206) 525-6700	Seattle	WA	John Smith	63
Newer Record	Harbor Oil	1200 First Avenue	(503) 682-1111	Portland	OR	John Smith	63

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.
3. Auto-Flag both records for a Follow-up Confirmation.
4. If Follow-up confirms a DBA/Duplicate, Auto-Consolidate. (i.e. Auto-Copy Phone, Name and Contact (if it exists) in newer record to Alternative Phone, DBA and Contact fields in older record, Auto-Delete newer record, and Auto-Erase the Family ID if only 1 record remains in the family. If Auto-Copying a Contact and Phone from the newer record, maintain the relationship between the Contacts and Phones.)

Notes:

A. Unlike Case 6.4.1, it is unlikely that two records would have a common address AND a common contact. As a result, these records should be flagged as a Family and for Follow-up Confirmation to confirm the addresses and whether they are, in fact, related.

Case 6.4.3

Different Name, Same Address, Different Phone, Different City, Different State, Different Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>No</i>
Older Record	Clean Care	1200 First Avenue	(206) 525-6700	Seattle	WA	John Smith	--
Newer Record	Harbor Oil	1200 First Avenue	(503) 682-1111	Portland	OR	Sandy Taylor	--

Actions:

See Case 6.4.1

Notes:

See Case 6.4.1

CASE 7.1

Case 7.1.1

Different Name, Different Address, Same Phone, Same City, Same State, Null Contact

Result: DBAs or Affiliated Companies with Common Phone

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	--	51
Newer Record	Harbor Oil	11620 Capps Road	(360) 282-1122	Seattle	WA	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.

Case 7.1.2

Different Name, Different Address, Same Phone, Same City, Same State, Same Contact

Result: DBAs or Affiliated Companies with Common Phone; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(360) 282-1122	Seattle	WA	John Smith	51

Actions:

See Case 7.1.1

Case 7.1.3

Different Name, Different Address, Same Phone, Same City, Same State, Different Contact

Result: DBAs or Affiliated Companies with Common Phone; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(360) 282-1122	Seattle	WA	Sandy Taylor	51

Actions:

See Case 7.1.1

CASE 7.2

Case 7.2.1

Different Name, Different Address, Same Phone, Same City, Different State, Null Contact

Result: DBAs or Affiliated Companies with Common Phone; Error in State

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	--	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 282-1122	Seattle	OR	--	51

Actions:

1. Retain all records.
2. Auto-Correct State (Optional: This step is eliminated with a "Verify State is Valid" script step upon import.)
If exact match exists, take no action. Otherwise, correct State.
3. Auto-Assign a Family ID only if States are the same following the Auto-Correct State.
4. Auto-Flag both records for a Follow-up Confirmation.

Notes:

- A. In the Auto-Correct State script, a match is keyed off of valid State and Area Code or State and Zip Code combinations.
- B. In this case, the Area Code needs to be considered. In the newer record, for example, the State is in error.
(The 206 Area Code resides in WA.)

Case 7.2.2

Different Name, Different Address, Same Phone, Same City, Different State, Same Contact

Result: DBAs or Affiliated Companies with Common Phone; Error in State; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 282-1122	Seattle	OR	John Smith	51

Actions:

See Case 7.2.1

Case 7.2.3

Different Name, Different Address, Same Phone, Same City, Different State, Different Contact

Result: DBAs or Affiliated Companies with Common Phone; Error in State; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(206) 282-1122	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(206) 282-1122	Seattle	OR	Sandy Taylor	51

Actions:

See Case 7.2.1

CASE 7.3

Case 7.3.1

Different Name, Different Address, Same Phone, Different City, Same State, Null Contact

Result: DBAs, Branch Offices or Affiliated Companies with Common Phone

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	--	51
Newer Record	Harbor Oil	11620 Capps Road	(360) 282-1122	Renton	WA	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.

Case 7.3.2

Different Name, Different Address, Same Phone, Different City, Same State, Same Contact

Result: DBAs, Branch Offices or Affiliated Companies with Common Phone; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(360) 282-1122	Renton	WA	John Smith	51

Actions:

See Case 7.3.1

Case 7.3.3

Different Name, Different Address, Same Phone, Different City, Same State, Different Contact

Result: DBAs, Branch Offices or Affiliated Companies with Common Phone; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	John Smith	51
Newer Record	Harbor Oil	11620 Capps Road	(360) 282-1122	Renton	WA	Sandy Taylor	51

Actions:

See Case 7.3.1

CASE 7.4

Case 7.4.1

Different Name, Different Address, Same Phone, Different City, Different State, Null Contact

Result: DBAs, Branch Offices or Affiliated Companies with Common Phone

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	--	51
Newer Record	Harbor Oil	11620 Capps Road	(360) 282-1122	Portland	OR	--	51

Actions:

1. Retain all records.
2. Auto-Assign a Family ID.

Notes:

A. This family is identified based upon the common phone number between the two locations. If it were different, a family would not exist here because the companies would, for all intents and purposes, operate independently for mailing and contact purposes.

Case 7.4.2

Different Name, Different Address, Same Phone, Different City, Different State, Same Contact

Result: DBAs, Branch Offices or Affiliated Companies with Common Phone; Central Contact

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(360) 282-1122	Portland	OR	John Smith	51

Actions:

See Case 7.4.1

Notes:

See Case 7.4.1

Case 7.4.3

Different Name, Different Address, Same Phone, Different City, Different State, Different Contact

Result: DBAs, Branch Offices or Affiliated Companies with Common Phone; Multiple Contacts

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Yes</i>
Older Record	Clean Care	7000 NE 40th Avenue	(360) 282-1122	Seattle	WA	John Smith	51
Newer Record	Clean Care	11620 Capps Road	(360) 282-1122	Portland	OR	Sandy Taylor	51

Actions:

See Case 7.4.1

Notes:

See Case 7.4.1

CASE 8.1

Case 8.1.1

Different Name, Different Address, Different Phone, Same City, Same State, Null Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Null</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(206) 282-1122	Seattle	WA	--	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	WA	--	--

Actions:

1. Retain all records.

Case 8.1.2

Different Name, Different Address, Different Phone, Same City, Same State, Same Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Same</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(206) 282-1122	Seattle	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	WA	John Smith	--

Actions:

See Case 8.1.1

Case 8.1.3

Different Name, Different Address, Different Phone, Same City, Same State, Different Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>Different</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(206) 282-1122	Seattle	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	WA	Sandy Taylor	--

Actions:

See Case 8.1.1

CASE 8.2

Case 8.2.1

Different Name, Different Address, Different Phone, Same City, Different State, Null Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Null</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(206) 282-1122	Seattle	WA	--	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	OR	--	--

Actions:

1. Retain all records.

Notes:

A. In this case, there may be an error in the State or two cities may exist with the same name in different states. A look at the Area Code and State or County can resolve this question. Since the records are clearly not related, no further action is necessary.

Case 8.2.2

Different Name, Different Address, Different Phone, Same City, Different State, Same Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Same</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(206) 282-1122	Seattle	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	OR	John Smith	--

Actions:

See Case 8.2.1

Notes:

See Case 8.2.1

Case 8.2.3

Different Name, Different Address, Different Phone, Same City, Different State, Different Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>Different</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(206) 282-1122	Seattle	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	OR	Sandy Taylor	--

Actions:

See Case 8.2.1

Notes:

See Case 8.2.1

CASE 8.3

Case 8.3.1

Different Name, Different Address, Different Phone, Different City, Same State, Null Contact
Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Null</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(360) 282-1122	Olympia	WA	--	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	WA	--	--

Actions:
1. Retain all records.

Case 8.3.2

Different Name, Different Address, Different Phone, Different City, Same State, Same Contact
Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Same</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(360) 282-1122	Olympia	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	WA	John Smith	--

Actions:
See Case 8.3.1

Case 8.3.3

Different Name, Different Address, Different Phone, Different City, Same State, Different Contact
Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>Different</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(360) 282-1122	Olympia	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(206) 621-4000	Seattle	WA	Sandy Taylor	--

Actions:
See Case 8.3.1

CASE 8.4

Case 8.4.1

Different Name, Different Address, Different Phone, Different City, Different State, Null Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Null</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(360) 282-1122	Olympia	WA	--	--
Newer Record	Sam's Restaurant	3000 First Street	(503) 762-5000	Portland	OR	--	--

Actions:

1. Retain all records.

Case 8.4.2

Different Name, Different Address, Different Phone, Different City, Different State, Same Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Same</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(360) 282-1122	Olympia	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(503) 762-5000	Portland	OR	John Smith	--

Actions:

See Case 8.4.1

Case 8.4.3

Different Name, Different Address, Different Phone, Different City, Different State, Different Contact

Result: Unique Records

Field	Company Name (core)	Address(es) (cleaned)	Phone(s)	City	State	Contact (core)	Family
Description	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>Different</i>	<i>No</i>
Older Record	Ace Auto Body	1642 Oak Avenue	(360) 282-1122	Olympia	WA	John Smith	--
Newer Record	Sam's Restaurant	3000 First Street	(503) 762-5000	Portland	OR	Sandy Taylor	--

Actions:

See Case 8.4.1